

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Jenkins, Donna
Sent: Wed 4/5/2017 9:23:20 PM
Subject: Fwd: Churchill stand up desk for The Administrator

This is what I have.

Sent from my iPhone

Begin forwarded message:

From: bpathare <Pathare.Bhushan@epa.gov>
Date: March 2, 2017 at 6:52:31 AM EST
To: "Wilson, SeVera" <Wilson.SeVera@epa.gov>, "Jenkins, Donna" <Jenkins.Donna@epa.gov>
Subject: Churchill stand up desk for The Administrator

Good Morning SeVera & Donna,

Since we have a visit to GSA warehouse today, is there a way to check & obtain a confirmation with Michelle if the pictures of the "Churchill" stand up desks we gave her are good to move forward with?

Please see attached.

Thanks,

Bhushan





To: Aiyegoro, Ganiat[Aiyegoro.Ganiat@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov];
Twillman, Brian[Twillman.Brian@epa.gov]
From: Lesperance, Twanna
Sent: Tue 2/7/2017 12:48:41 AM
Subject: RE: Ergotron WorkFit-LX Sit-Stand Desk Mount System

Thanks for taking the extra steps Ganiat! I will coordinate with Reggie to see what's best for all.

Twanna Lesperance, Assistant Director, AMS

Office of Administrative and Executive Services

Office of the Administrator, EPA

202-564-0419 (Desk)

lesperance.twanna@epa.gov

From: Aiyegoro, Ganiat
Sent: Monday, February 06, 2017 5:06 PM
To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Allen, Reginald
<Allen.Reginald@epa.gov>; Twillman, Brian <Twillman.Brian@epa.gov>
Subject: RE: Ergotron WorkFit-LX Sit-Stand Desk Mount System

All,

The same Sit-Stand is available at AMAZON for \$437.07 plus free shipping.

<https://www.amazon.com/gp/product/B00K3FNQSU?ie=UTF8&tag=etaleus102-20&linkCode=as2&camp=1634&creative=19450&creativeASIN=B00K3FNQSU>

**Ergotron 45-405-026 WorkFit-LX Sit-
Stand Desk Mount System, Mounting Kit,
Polished aluminum**

by [Ergotron](#)

Was: \$461.79
Price: \$437.03 & **FREE Shipping.** [Details](#)
You Save: \$24.76 (5%)

Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: 202-566-1798

Cell: Ex. 6 - Personal Privacy

From: Aiyegoro, Ganiat

Sent: Monday, February 06, 2017 4:41 PM

To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Allen, Reginald
<Allen.Reginald@epa.gov>; Twillman, Brian <Twillman.Brian@epa.gov>

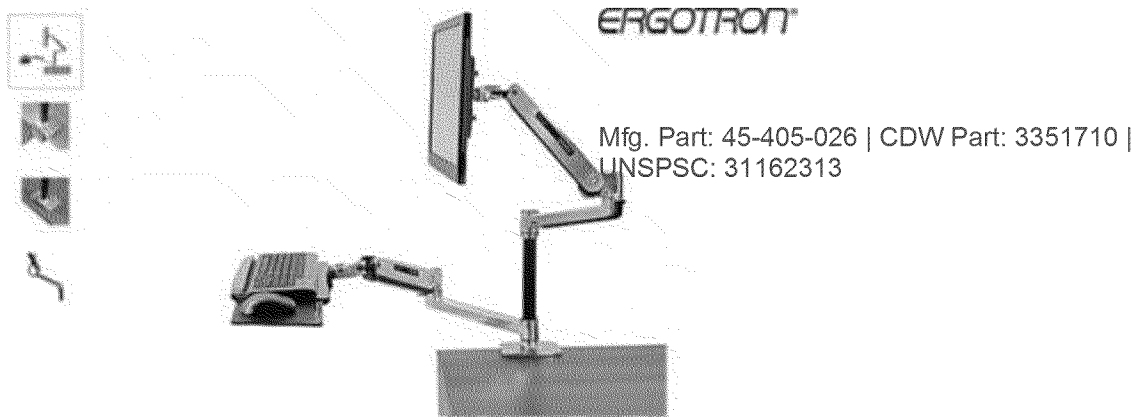
Subject: Ergotron WorkFit-LX Sit-Stand Desk Mount System

This is available at CDW-G and other places as well.

ERGOTRON®

Mfg. Part: 45-405-026 | CDW Part: 3351710 | UNSPSC: 31162313

https://www.cdw.com/shop/products/Ergotron-WorkFit-LX-Sit-Stand-Desk-Mount-System/3351710.aspx?_ref=ca-wtb&_refv=e8f5e075-fe2f-4c97-83d7-d168a87bfd70&cm_mmc=ChannelAdvisor- -ERG- -FU- -3351710



Ganiat A. Aiyegoro

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Office of Administrative and Executive Services

Office of the Administrator

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To: Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Jackson, Vernon[Jackson.Vernon@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; Sterling, Sherry[Sterling.Sherry@epa.gov]; Baker, Philip[baker.philip@epa.gov]; Vescio, Joseph[Vescio.Joseph@epa.gov]; bpathare[Pathare.Bhushan@epa.gov]; Perry, Mike[Perry.Mike@epa.gov]; Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]; Lorento Neequaye - WPM1D[lorento.neequaye@gsa.gov]; Epley, Brian[epley.brian@epa.gov]; Roselle, Scott[roselle.scott@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Lasher, Diane[Lasher.Diane@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Stewart, Keith[Stewart.Keith@epa.gov]; Fisher, Darryl[fisher.darryl@epa.gov]; Caldwell, James[Caldwell.James@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]
From: Jefferson, Gayle
Sent: Tue 9/26/2017 7:34:50 PM
Subject: Weekly Status Meeting-Secure Communications Room for the Administrator

All:

The E&W Buildings were evacuated just before 3:00 for a fire alarm, and we are just now back in the building after receiving the all clear from the fire department. Apologies for not being on-line for our 3:00 meeting.

A few quick updates:

The CCTV equipment has been moved out of the closet and has been repositioned under the Special Agent's desk in the Administrator's Office. The room can now be accredited by the NSI team.

OEI will route the telecom cable in the booth once it is completely assembled. This is the way the OEI infrastructure team will cable the booth. They will also terminate the cable once they route the cable into the booth. The entire process can be completed in one hour.

FMDS will be working with AO and SMD to coordinate the delivery and installation date/time for the secure communications booth – we are currently looking at next week, and will be scheduling around the Administrator's schedule so as not to disturb him or his staff during the installation. As soon as we confirm the delivery and installation date/time, we will send a note to all on this email as an fyi.

We do not anticipate any additional costs associated with this booth, and if any

unexpected charges result from the installation, we will let everyone know asap.

I think that covers our remaining issues for now, and if I have neglected to cover something, or if there are any questions, please reply to all on this email message.

Thanks!

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Jenkins, Donna
Sent: Wed 4/5/2017 9:19:01 PM
Subject: Re: WINSTON CHURCH HILL STAND UP DESK FINAL TOTAL \$2,499.00 DESK \$1,273.97

I will get this to you in the morning.

Thanks

Sent from my iPhone

On Apr 5, 2017, at 5:09 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Can you send me the link

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jenkins, Donna
Sent: Thursday, March 30, 2017 3:33 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: WINSTON CHURCH HILL STAND UP DESK FINAL TOTAL \$2,499.00
DESK \$1,273.97

Have a safe weekend. Call me if you need anything.

Donna C. Jenkins

Staff Assistant

Immediate Office of the Administrator

1200 Pennsylvania Avenue, N.W.

MC 1101A Room 2019WJCN

Washington, DC 20460

(202) 564-6959 Direct

Ex. 6 - Personal Privacy

Cell Phone

To: Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]
From: Aiyegoro, Ganiat
Sent: Mon 2/6/2017 10:06:23 PM
Subject: RE: Ergotron WorkFit-LX Sit-Stand Desk Mount System

All,

The same Sit-Stand is available at AMAZON for \$437.07 plus free shipping.

<https://www.amazon.com/gp/product/B00K3FNQSU?ie=UTF8&tag=etaleus102-20&linkCode=as2&camp=1634&creative=19450&creativeASIN=B00K3FNQSU>

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Save:

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Mfg. Part: 45-405-026 | CDW Part: 3351710 | UNSPSC: 31162313

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Ganiat A. Aiyegoro

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Office of the Administrator

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Cc: Stewart, Keith[Stewart.Keith@epa.gov]; Fisher, Darryl[fisher.darryl@epa.gov]; Caldwell, James[Caldwell.James@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]
From: Jefferson, Gayle
Sent: Tue 8/29/2017 3:50:31 PM
Subject: RE: Weekly Status Meeting-Secure Communications Room for the Administrator

Thanks Joe.

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

From: Vescio, Joseph

Sent: Tuesday, August 29, 2017 11:42 AM

To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Jackson, Vernon <Jackson.Vernon@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Baker, Philip <baker.philip@epa.gov>; bpathare <Pathare.Bhushan@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Lorento Neequaye - WPM1D <lorento.neequaye@gsa.gov>; Epley, Brian <epley.brian@epa.gov>; Roselle, Scott <roselle.scott@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Lasher, Diane <Lasher.Diane@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>

Cc: Stewart, Keith <Stewart.Keith@epa.gov>; Fisher, Darryl <fisher.darryl@epa.gov>; Caldwell, James <Caldwell.James@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Subject: Re: Weekly Status Meeting-Secure Communications Room for the Administrator

Hi Gayle -- I'm out at the COOP site today and won't be able to call in. There's nothing new to report on the STE side. We're standing by with an operable STE, waiting for the booth to be installed and accredited before hooking it up in the booth.

Joseph Vescio

Senior Program Coordinator/National COOP Manager

U.S. EPA/Office of Emergency Management

1200 Pennsylvania Avenue, W.J. Clinton Building North, MC 5104A

Washington, DC 20460

vescio.joseph@epa.gov

office: 202-564-2522

cell: Ex. 6 - Personal Privacy

From: Jefferson, Gayle

Sent: Tuesday, August 29, 2017 11:38:13 AM

To: Chmielewski, Kevin; Glazier, Kelly; Jackson, Vernon; Wilson, SeVera; Stewart, Neil; Sterling, Sherry; Baker, Philip; Vescio, Joseph; bpathare; Perry, Mike; Perrotta, Pasquale; Lorento Neequaye - WPM1D; Epley, Brian; Roselle, Scott; Wilson, Jessica; Brown, Rayna; Lasher, Diane; Bellerose, William; Allen, Reginald

Cc: Stewart, Keith; Fisher, Darryl; Caldwell, James; Quarles, Michael

Subject: Weekly Status Meeting-Secure Communications Room for the Administrator

When: Tuesday, August 29, 2017 3:00 PM-3:30 PM.

Where: WJCW-B200JJ; WJCW-B200KK

All,

The call in info for this meeting is Ex. 6 - Personal Privacy If there are any issues please let me know.

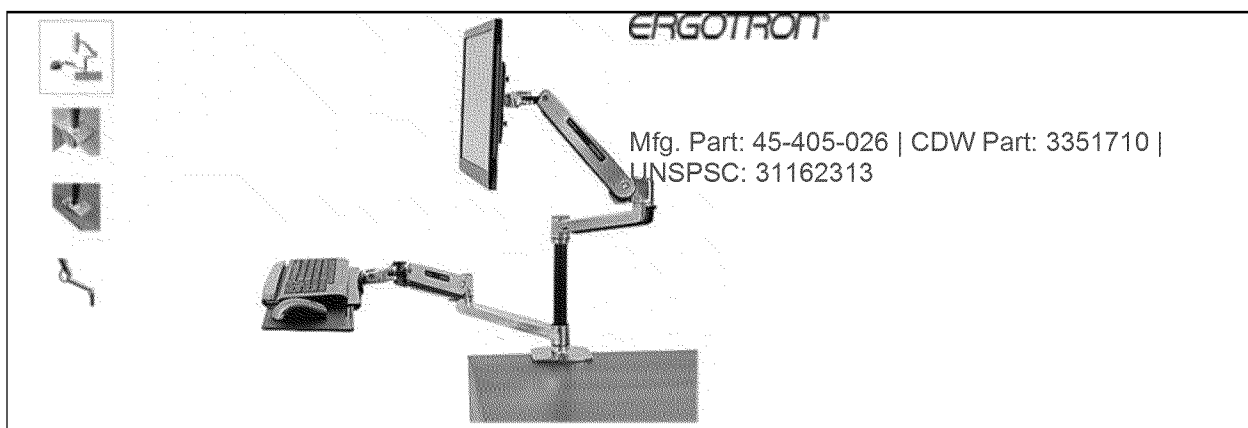
To: Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]; Twillman, Brian[Twillman.Brian@epa.gov]
From: Aiyegoro, Ganiat
Sent: Mon 2/6/2017 9:41:14 PM
Subject: Ergotron WorkFit-LX Sit-Stand Desk Mount System

This is available at CDW-G and other places as well.

ERGOTRON®

Mfg. Part: 45-405-026 | CDW Part: 3351710 | UNSPSC: 31162313

https://www.cdw.com/shop/products/Ergotron-WorkFit-LX-Sit-Stand-Desk-Mount-System/3351710.aspx?_ref=ca-wtb&_refv=e8f5e075-fe2f-4c97-83d7-d168a87bfd70&cm_mmc=ChannelAdvisor_-ERG_-FU_-3351710



Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: 202-566-1798

Cell: Ex. 6 - Personal Privacy

To: McCluney, Lance[McCluney.Lance@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Benton, Michael[benton.michael@epa.gov]; Smoot, Nicole[Smoot.Nicole@epa.gov]; Hurt, Tiffany[Hurt.Tiffany@epa.gov]
From: Ellison, Mardiko
Sent: Mon 9/25/2017 7:56:53 PM
Subject: RE: Ceiling in Communication Booth Area-correct total amount

The total amount spent is \$31280.97. Thanks Reggie.

From: Ellison, Mardiko
Sent: Monday, September 25, 2017 3:38 PM
To: McCluney, Lance <McCluney.Lance@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Hurt, Tiffany <Hurt.Tiffany@epa.gov>
Subject: RE: Ceiling in Communication Booth Area

Lance,

So far we have spent on a PR \$24,570.00 and purchase card request for \$3350.00, total amount \$27920.00. Current request not yet funded 3360.97, waiting on response. This amount added will bring total amount to \$27920.00.

From: McCluney, Lance
Sent: Monday, September 25, 2017 11:15 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Hurt, Tiffany <Hurt.Tiffany@epa.gov>
Subject: RE: Ceiling in Communication Booth Area

We can pay for it. Whoever is going to handle this, take it from 11L, OCHP, BOC 37. Also, can someone give me a total of what we have spent on this booth?

Thanks,
Lance

From: Allen, Reginald
Sent: Monday, September 25, 2017 11:11 AM
To: McCluney, Lance <McCluney.Lance@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Hurt, Tiffany <Hurt.Tiffany@epa.gov>
Subject: FW: Ceiling in Communication Booth Area

Another bill

Can we pay this ?

Reggie

Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Stewart, Neil
Sent: Thursday, September 21, 2017 12:49 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Ceiling in Communication Booth Area

Reggie,

Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a call if you have any questions or concerns pertaining to this project. Thanks,

Neil

Neil Stewart

Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy

To: McCluney, Lance[McCluney.Lance@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Benton, Michael[benton.michael@epa.gov]; Smoot, Nicole[Smoot.Nicole@epa.gov]; Hurt, Tiffany[Hurt.Tiffany@epa.gov]
From: Ellison, Mardiko
Sent: Mon 9/25/2017 7:37:03 PM
Subject: RE: Ceiling in Communication Booth Area

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Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy

Secure Communications Room for the Administrator – Costs as of 10/1/17

Secure Booth	\$ 24,570.00	Funded by AO
Removal of CCTV Equip.	\$ 7,978.00	Funded by OARM
Installed drop ceiling for booth	\$ 3,400.00	Funded by AO
Survey of Space (Structure)	\$ 3,400.00	Funded by AO
Secure Telephone Equipment	\$ 2,000.00	Funded by OLEM
OEI -pull data cable	\$ 375.00	Funded by OA**
TOTAL COST	\$41,723.00	

*OLEM had STU phone in its current inventory

**Ebusiness - Working Capital Fund

To: Stewart, Neil[Stewart.Neil@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Allen, Reginald[Allen.Reginald@epa.gov]; Benton, Michael[benton.michael@epa.gov]; McCluney, Lance[McCluney.Lance@epa.gov]
From: Ellison, Mardiko
Sent: Mon 9/25/2017 6:45:09 PM
Subject: FW: Ceiling in Communication Booth Area
1767.docx

Good Afternoon,

Can this request be done with a purchase card? Also, do you anticipate any additional costs to complete booth? Thank you.

From: Allen, Reginald
Sent: Monday, September 25, 2017 11:11 AM
To: McCluney, Lance <McCluney.Lance@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Hurt, Tiffany <Hurt.Tiffany@epa.gov>
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Washington, DC 20460

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Cc: Stewart, Keith; Fisher, Darryl; Caldwell, James; Quarles, Michael

Subject: Weekly Status Meeting-Secure Communications Room for the Administrator

When: Tuesday, August 29, 2017 3:00 PM-3:30 PM.

Where: WJCW-B200JJ; WJCW-B200KK

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Cc: McCluney, Lance[McCluney.Lance@epa.gov]; Benton, Michael[benton.michael@epa.gov]
From: Jenkins, Donna
Sent: Fri 6/2/2017 12:39:52 PM
Subject: RE: \$5000.00 Limit

Office desk is coming from the Facilities Warehouse.

Thanks

From: Ellison, Mardiko
Sent: Friday, June 2, 2017 8:35 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: McCluney, Lance <McCluney.Lance@epa.gov>; Benton, Michael <benton.michael@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: \$5000.00 Limit

Okay. Also, will the Administrator be replacing the desk in his office with the standup desk?
Thank you.

From: Allen, Reginald
Sent: Thursday, June 01, 2017 4:39 PM
To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: \$5000.00 Limit

No locks do not count per OGC

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Ellison, Mardiko

Sent: Thursday, June 1, 2017 4:38 PM

To: Allen, Reginald <Allen.Reginald@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>

Subject: FW: \$5000.00 Limit

Good Afternoon All,

Please note the Administrator has reached his redecorating limit of \$5000.00 for his office.
Items purchased are

Amish Captain's standupdesk - \$2963.05

Bio metric lock w/o reader - \$3389.50

Total - \$6082.55

If there are any questions, please contact me. Thank you.

From: Ellison, Mardiko

Sent: Thursday, February 23, 2017 12:23 PM

To: Holden, Allison <Holden.Allison@epa.gov>

Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

Subject: RE: \$5000.00 Limit

Thank you.

From: Holden, Allison

Sent: Thursday, February 23, 2017 12:15 PM

To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>

Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

Subject: RE: \$5000.00 Limit

Hi Mardiko,

Ex. 5 - Attorney Client

Thanks!

Allison Holden

Attorney-Advisor

Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

Phone: (202) 564-3841

From: Ellison, Mardiko

Sent: Thursday, February 23, 2017 10:09 AM

To: Holden, Allison <Holden.Allison@epa.gov>

Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya
<brantley.lakeya@epa.gov>

Subject: \$5000.00 Limit

Good Morning Allison,

Ex. 5 - Attorney Client

From: Holden, Allison

Sent: Monday, February 13, 2017 9:01 AM

To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>

Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya
<brantley.lakeya@epa.gov>

Subject: RE: Purchasing TVs

Hi Mardiko,

Ex. 5 - Attorney Client

Please let me know if you have any questions.

Thanks!

Allison Holden

Attorney-Advisor

Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

Phone: (202) 564-3841

From: Ellison, Mardiko

Sent: Friday, February 10, 2017 11:28 AM

To: Holden, Allison <Holden.Allison@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

Subject: Purchasing TVs

Good Morning,

Ex. 5 - Attorney Client

Mardiko Ellison

Office of the Administrator

Office of Administrative and Executive Services(OAES)

202-564-0401 Office

202-564-2744 Fax

Ellison.mardiko@epa.gov

"Management's job is to convey leadership's message in a compelling and inspiring way. Not just in meetings, but also by example."-- Jeffrey Gitomer

To: Allen, Reginald[Allen.Reginald@epa.gov]
Cc: McCluney, Lance[McCluney.Lance@epa.gov]; Benton, Michael[benton.michael@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Ellison, Mardiko
Sent: Fri 6/2/2017 12:35:19 PM
Subject: RE: \$5000.00 Limit

Okay. Also, will the Administrator be replacing the desk in his office with the standup desk?
Thank you.

From: Allen, Reginald
Sent: Thursday, June 01, 2017 4:39 PM
To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: \$5000.00 Limit

No locks do not count per OGC

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

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Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya
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Hi Mardiko,

Ex. 5 - Attorney Client

Thanks!

Allison Holden

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Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

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Subject: \$5000.00 Limit

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Ex. 5 - Attorney Client

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Subject: RE: Purchasing TVs

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Ex. 5 - Attorney Client

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Attorney-Advisor

Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

Phone: (202) 564-3841

From: Ellison, Mardiko

Sent: Friday, February 10, 2017 11:28 AM

To: Holden, Allison <Holden.Allison@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

Subject: Purchasing TVs

Good Morning,

Ex. 5 - Attorney Client

Mardiko Ellison

Office of the Administrator

Office of Administrative and Executive Services(OAES)

202-564-0401 Office

202-564-2744 Fax

Ellison.mardiko@epa.gov

"Management's job is to convey leadership's message in a compelling and inspiring way. Not just in meetings, but also by example."-- Jeffrey Gitomer

To: Allen, Reginald[Allen.Reginald@epa.gov]; McCluney, Lance[McCluney.Lance@epa.gov]; Benton, Michael[benton.michael@epa.gov]; Smoot, Nicole[Smoot.Nicole@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]
From: Ellison, Mardiko
Sent: Thur 6/1/2017 8:37:48 PM
Subject: FW: \$5000.00 Limit

Good Afternoon All,

Please note the Administrator has reached his redecorating limit of \$5000.00 for his office. Items purchased are

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Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya
<brantley.lakeya@epa.gov>
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Hi Mardiko,

Ex. 5 - Attorney Client

Thanks!

Allison Holden

Attorney-Advisor

Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

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Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

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Ex. 5 - Attorney Client

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Subject: RE: Purchasing TVs

Hi Mardiko,

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Please let me know if you have any questions.

Thanks!

Allison Holden

Attorney-Advisor

Civil Rights and Finance Law Office

Office of General Counsel

U.S. Environmental Protection Agency

Phone: (202) 564-3841

From: Ellison, Mardiko

Sent: Friday, February 10, 2017 11:28 AM

To: Holden, Allison <Holden.Allison@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Brantley, Lakeya <brantley.lakeya@epa.gov>

Subject: Purchasing TVs

Good Morning,

Ex. 5 - Attorney Client

Mardiko Ellison

Office of the Administrator

Office of Administrative and Executive Services(OAES)

202-564-0401 Office

202-564-2744 Fax

Ellison.mardiko@epa.gov

"Management's job is to convey leadership's message in a compelling and inspiring way. Not just in meetings, but also by example."-- Jeffrey Gitomer

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Vizian, Donna
Sent: Wed 5/31/2017 6:26:10 PM
Subject: RE: trying to confirm that standup desk was ordered

Thanks, I guessed that ☺

From: Allen, Reginald
Sent: Wednesday, May 31, 2017 2:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: trying to confirm that standup desk was ordered

Sorry up to eight weeks for delivery...

Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 1:09 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: trying to confirm that standup desk was ordered

Thanks Reggie.

From: Allen, Reginald
Sent: Wednesday, May 31, 2017 12:49 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: trying to confirm that standup desk was ordered

Yes ordered but vendor told my folks up to eight before delivery

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On May 31, 2017, at 12:44 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Do you know? Do you need any help?

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Jenkins, Donna
Sent: Thur 3/30/2017 7:33:03 PM
Subject: WINSTON CHURCH HILL STAND UP DESK FINAL TOTAL \$2,499.00 DESK \$1,273.97

Have a safe weekend. Call me if you need anything.

Donna C. Jenkins

Staff Assistant

Immediate Office of the Administrator

1200 Pennsylvania Avenue, N.W.

MC 1101A Room 2019WJCN

Washington, DC 20460

(202) 564-6959 Direct

Ex. 6 - Personal Privacy *Cell Phone*

To: Wilson, SeVera[Wilson.SeVera@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Ellison, Mardiko[Ellison.Mardiko@epa.gov]; Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Johnson, Dexter[Johnson.Dexter@epa.gov]
From: Smith, Angelo
Sent: Tue 7/25/2017 1:13:31 PM
Subject: RE: Standing Desk

GM SeVera,

We will be on standby.

Angelo Smith

Alutiiq LLC

Program Manager

Smith.Angelo@epa.gov

Contractor To EPA

EPA/RRB/Rm.B1.12-A1

(o)202-564-0142

(c) Ex. 6 - Personal Privacy

(f)202-564-3078

From: Wilson, SeVera
Sent: Tuesday, July 25, 2017 9:00 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Vizian, Donna

<Vizian.Donna@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Smith, Angelo
<Smith.Angelo@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>
Subject: RE: Standing Desk

Angelo, Please have a few guys on standby. Thank you.

From: Jenkins, Donna
Sent: Tuesday, July 25, 2017 8:44 AM
To: Hale, Michelle <hale.michelle@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>;
Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin
<chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Vizian, Donna
<Vizian.Donna@epa.gov>
Subject: RE: Standing Desk

GM Everyone,

I just spoke to Peter and he informed me that he will try to deliver on Friday, July 28th around 3:00pm. If he runs into a problem he will be here Monday, July 31st in the am.

SeVera,

He will be sending me an e-mail with his truck information for access to the North Loading Dock.

I will contact you all if anything changes.

Have a safe day.

From: Hale, Michelle
Sent: Tuesday, July 25, 2017 8:39 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>;

Wilson, SeVera <Wilson.SeVera@epa.gov>

Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: RE: Standing Desk

Sounds good.

From: Jenkins, Donna

Sent: Tuesday, July 25, 2017 5:56 AM

To: Allen, Reginald <Allen.Reginald@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>

Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: RE: Standing Desk

GM SeVera,

Per the note below. I will contact Peter this morning and see if we can do this a little earlier. I know that we will probably have Labor Services pick up and put the Desk together. Please advise.

Thank you

From: Allen, Reginald

Sent: Monday, July 24, 2017 6:21 PM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>

Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: Standing Desk

SeVera / Donna

I spoke with the delivery service rep for the standing desk (Peter at 307-922-6754) he said the earliest possible time he can deliver the standing desk is this Friday (28 Jun) around 4PM if all his deliveries enroute to DC go smoothly.

He said most likely it will be Monday morning given that he does in home deliveries and there are always delays.

Please contact him directly tomorrow to coordinate delivery at the earliest possible date.

Thanks

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell/ Ex. 6 - Personal Privacy

To: Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Minoli, Kevin[Minoli.Kevin@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]; Hupp, Sydney[hupp.sydney@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
From: Jackson, Ryan
Sent: Fri 5/12/2017 12:25:40 PM
Subject: Re: Administrators office.

For you I'll always give 6.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

> On May 10, 2017, at 11:36 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>

> I have an idea - need 5 min of your time

>

>> On May 10, 2017, at 11:28 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

>>

>> Currently the refurbishing of the partners desk we found in the EPA warehouse is about \$2200. It would be very good to get that down and expedite the timing down from a month.

>>

>> I can't remember how much the Smithsonian has charged for the art work already hanging in his office.

>>

>> But I believe, outside a budget for art which I understand we may have, that confines the standing desk to about \$1000.

>>

>> However, the Administrator is interested in framing the presidents pen and EO's on water and energy independence, something the Vice President provided him on his birthday, and I'm sure other things will arise as we go.

>>

>> How best to accomplish these goals.

>>

>> Ryan Jackson

>> Chief of Staff

>> U.S. EPA

>> (202) 564-6999

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Jackson, Ryan
Sent: Fri 5/12/2017 12:21:17 PM
Subject: Re: Administrators office.

I get that a lot.

I'll be in this morning after walking my pony.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On May 12, 2017, at 8:15 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Your my hero...

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell

Ex. 6 - Personal Privacy

On May 12, 2017, at 8:07 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I'm getting this done. Make America great again.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On May 12, 2017, at 6:33 AM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

At the time we thought Michelle could push through a decision - she did - it was no....

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On May 11, 2017, at 8:47 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

No one showed me.

-----Original Message-----

From: Allen, Reginald

Sent: Thursday, May 11, 2017 2:39 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>

Subject: RE: Administrators office.

You do realize this is the same desk we identified 4-5 weeks ago in one of the two prior visits we setup to the Warehouse - Michelle had pictures - he said no...

Reginald E. Allen

Director, Administrative and Executive Services Office of the Administrator

U.S. Environmental Protection Agency Office 202-564-0444 Direct 202-564-

1029 Cell Ex. 6 - Personal Privacy

-----Original Message-----

From: Jackson, Ryan

Sent: Wednesday, May 10, 2017 11:29 AM

To: Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Allen, Reginald

<Allen.Reginald@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: Administrators office.

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warehouse is about \$2200. It would be very good to get that down and expedite the timing down from a month.

I can't remember how much the Smithsonian has charged for the art work already hanging in his office.

But I believe, outside a budget for art which I understand we may have, that confines the standing desk to about \$1000.

However, the Administrator is interested in framing the presidents pen and EO's on water and energy independence, something the Vice President provided him on his birthday, and I'm sure other things will arise as we go.

How best to accomplish these goals.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

To: Allen, Reginald[Allen.Reginald@epa.gov]
From: Jackson, Ryan
Sent: Fri 5/12/2017 12:47:32 AM
Subject: RE: Administrators office.

No one showed me.

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To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: RE: Administrators office.

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Reginald E. Allen
Director, Administrative and Executive Services Office of the Administrator U.S. Environmental Protection Agency Office 202-564-0444 Direct 202-564-1029 Cell Ex. 6 - Personal Privacy

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, May 10, 2017 11:29 AM
To: Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
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U.S. EPA
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To: Allen, Reginald[Allen.Reginald@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Jenkins, Donna[Jenkins.Donna@epa.gov]
Cc: Ellison, Mardiko[Ellison.Mardiko@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Hale, Michelle[hale.michelle@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
From: Chmielewski, Kevin
Sent: Mon 7/24/2017 11:25:39 PM
Subject: RE: Standing Desk

Thank you sir

Kevin Chmielewski

Deputy Chief of Staff of Operations

Office of the Administrator

Office: 202-564-3140

Cell: Ex. 6 - Personal Privacy

From: Allen, Reginald
Sent: Monday, July 24, 2017 6:21 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Standing Desk

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Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy